

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SPECIALIZED CHILDREN AND YOUTH SERVICES BUREAU**

Transition-Age Youth (TAY) Division

VACANCY ANNOUNCEMENT

**THIS IS NOT AN OFFICIAL EXAMINATION-COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL
HEALTH EMPLOYEES ONLY**

MENTAL HEALTH SERVICES COORDINATOR II

The Transition-Age Youth (TAY) Division is seeking candidates interested in joining a dynamic countywide administrative team, located at DMH headquarters, that is responsible for planning, implementing, and monitoring various new, existing, and unique projects that focus on services and supports to Seriously Emotionally Disturbed (SED) and Severe and Persistently Mentally Ill (SPMI) TAY ages 16-25.

Essential Job Duties May Include:

- Responsible for conducting administrative tasks related to program monitoring and technical assistance to Full Service Partnership (FSP), and Field-Capable Clinical Services (FCCS) programs.
- Oversee the coordination of TAY FSP and FCCS programs.
- Represents the TAY Division on various departmental and intradepartmental workgroups.
- Participates in the preparation of required data for State required Mental Health Services Act (MHSA) progress reports.
- Co-Facilitates the quarterly Full Service Partnership (FSP) Roundtable meeting.
- Assists with the coordination, development and implementation of special projects.

Desirable Qualifications:

- Clinical experience providing mental health services.
- Ability to establish effective and productive collaborative relationships with individuals in the various DMH bureaus, programs, other County departments, and community-based organizations.
- Excellent verbal and written communication skills; e.g. ability to present information in public settings and produce accurate reports for public dissemination.
- Excellent organizational skills and the ability to function under pressure in a fast-paced and demanding environment.
- Intermediate level skills with Microsoft Office programs (Word, Excel, PowerPoint), and the Integrated System (IS) is highly desirable.
- *Travel throughout the County is required.*

Interested individuals currently holding the title of Mental Health Services Coordinator II should submit a resume, last two (2) Performance Evaluations, and letter of interest **no later than 5:00 PM on Friday, November 5, 2010 to:**

Katonya Turner
Kturner@dmh.lacounty.gov
FAX: (213) 487-0764
PHONE: (213) 738-3420

Or mail to:
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Los Angeles, CA 90020